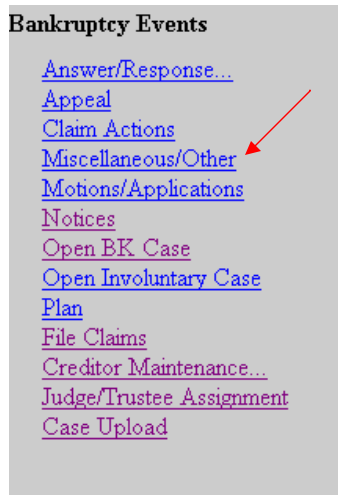


Request for Entry of Order

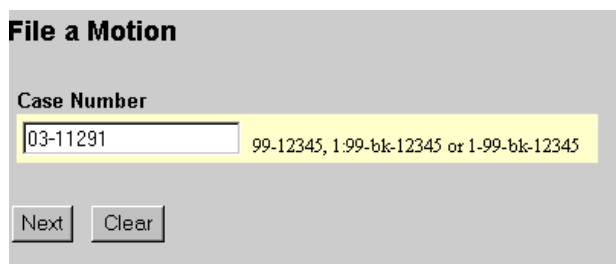
1. Click on **Bankruptcy** on the CM/ECF Main Menu Bar.



2. Under Bankruptcy Events locate and click on **Miscellaneous/Other**.



3. Enter case number.

A screenshot of the 'File a Motion' form. The form has a title 'File a Motion' and a section 'Case Number'. Below this section is a text input field containing '03-11291'. To the right of the input field is a hint text: '99-12345, 1:99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

4. Click on the **Next** button.

5. Scroll down or click on “R” to find the **Request for Entry of Order**.

Miscellaneous

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Proposed Order
Reaffirmation Agreement
Release
Release and Satisfaction of Judgment
Reply Brief
Report
Request for Entry of Order
Request for Telephonic Hearing

6. Click on the **Next** button.
7. If this is being filed jointly with another attorney, click on the checkbox and proceed to add that attorney to the filing. If not, click on **Next**.

File a Motion:

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☐ Joint filing with other attorney(s).

8. Select the appropriate party(s) in the “Select the Party” box.

Miscellaneous:

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Select the Party:

Bob, Billy [Auctioneer]
Ford Motor Credit, [Creditor]
Minellio, Lisa [Debtor]
Office of the United States Trustee, [U.S. Trustee]
Walsh, Karen Carden [Trustee]

[Add/Create New Party](#)

9. Click on the **Next** button.
10. Selecting the PDF document:

Miscellaneous:
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Select the **pdf** document (for example: C:\199cv501-21.pdf).

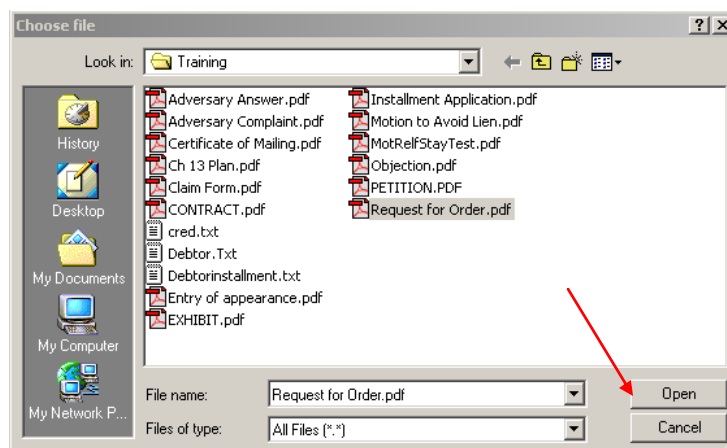
Filename

Attachments to Document: ☒ No ☐ Yes

11. Browse to the appropriate drive and folder.
12. Locate the appropriate document and right click.
13. Left click on **Open**.
14. View the document to ensure this is the proper pleading.
15. Click on the **File Close** button in the upper right-hand corner of Adobe Acrobat.



16. Left click on the **Open** button in the Browse dialog box.
If needed, minimize Adobe Acrobat to see the Browse dialog.



17. Select “No” or “Yes” on the **Attachments to Document** radio button – default is “No”.

File a Motion:
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Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
F:\Intracourt\CMFCEP\Test Pleadings\M

Attachments to Document: ☒ No ☐ Yes

18. Click on the **Next** button.
19. Click the appropriate box, if you are sending a proposed order via email.

Do not submit a proposed order to the system.

Attorneys may request that the Court include specific language in an order by e-mailing the specific language to the Court immediately after the Request for Entry of Order is submitted through the System.

The following e-mail addresses have been established for the electronic submission of specific language and proposed orders approved for submission to the Court.

Judge Michael - michael.orders@oknb.uscourts.gov

Judge Rasure - rasure.orders@oknb.uscourts.gov

If the following applies, please check.

☐ Proposed Order emailed to chambers.

☐ Proposed Order sent to trustee for approval

20. Click on the **Next** button.
21. A check must be placed in the check box to refer this Request to the Motion on which you would like an Order to be entered.

Miscellaneous:
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☒ Refer to existing event(s)?

Next Clear

22. **A.** Highlight all events by clicking on the first item, holding down your mouse and move cursor to the last item **OR** click on the first item, hold down your Shift button on the keyboard and click the last item. This will list all events in the case. **B.** If you know the category to which your event relates, highlight just that category.

A. File an answer :
[03-11291-DLR Lisa Minellio](#)

Select the category to which your event relates.

min
misc
motion
notice
oldnibs
order
plan
tclerk
trustee
utility

Next Clear

B. File an answer :
[03-11291-DLR Lisa Minellio](#)

Select the category to which your event relates.

judr711
memodef
min
misc
motion
notice
oldnibs
order
plan
tclerk

Next Clear

23. Click on the **Next** button.
24. Click on the box beside the appropriate event(s) to which your event relates.

☒ 10/29/2003 [6](#) Motion for Relief from Stay Fee Amount \$75, and Certificate of Service Notice of Opportunity for Hearing: Written Response or Objection due by 11/20/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Andrea Redmon on behalf of Ford Motor Credit. (Redmon, Andrea)

☐ 03/17/2004 [11](#) Motion for Relief from Stay. Fee Amount \$150, Certificate of Service. Filed by John W. Klenda on behalf of Ford Motor Credit. Notice of Opportunity for Hearing: Written Response or Objection due by 11/20/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. (Klenda, John)

☐ 07/19/2004 [15](#) Motion for Relief from Stay. Fee Amount \$150, Filed by Attorney Gina Bradley on behalf of Ford Motor Credit. (Bradley, Attorney)

Next Clear

25. Click on the **Next** button.
26. Click on the box if the pleading contains a Certificate of Service.

Miscellaneous:
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If your pleading contains the following, please check.

☐ Certificate of Service

27. Click on the **Next** button.
28. The Docket Text screen will display. Modify as Appropriate.

Docket Text: Modify as Appropriate.

Request for Entry of Order. Proposed Order emailed to chambers. Filed by Attorney Gina Bradley on behalf of Ford Motor Credit (RE: related document(s)[11] Motion for Relief From Stay,). (Bradley, Attorney)

29. Click on the **Next** button.
30. Review your docket text. This will be the final opportunity you have to make corrections, **so be careful**.
 - a. If you need to make corrections click on the **Back** button located at the top of the screen or start over by clicking on **Bankruptcy** in your main menu bar.



- b. If you don't need to make corrections, click on **Next**.

Miscellaneous:

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Docket Text: Final Text

Request for Entry of Order Filed by Andrea Redmon on behalf of Ford Motor Credit. (RE: related document(s)[6] Motion for Relief from Stay Fee Amount \$75.). (Redmon, Andrea)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

31. Click on the **Next** button.

32. Receipt of Filing Screen is displayed.

Miscellaneous:

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U.S. Bankruptcy Court [TRAIN]

Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Redmon, Andrea entered on 10/29/2003 at 5:43 PM CST and filed on 10/29/2003

Case Name: Lisa Minellio

Case Number: [03-11291-DLR](#)

Document Number: 7

Docket Text:

Request for Entry of Order Filed by Andrea Redmon on behalf of Ford Motor Credit. (RE: related document(s)[6] Motion for Relief from Stay Fee Amount \$75.). (Redmon, Andrea)

The following document(s) are associated with this transaction:

03-11291-DLR Notice will be electronically mailed to:

03-11291-DLR Notice will not be electronically mailed to:

Note: This will alert the Judges Chambers to review any pending Motions. If applicable, a text order will be entered into the case. For specific wording for any order, please email the Judges Chambers.